System Speed Dial Numbers

Record System Speed Dial numbers—programmed only at extension 10—in the boxes below.

To dial: Press [Feature] followed by Dial Code.

Note: An MLS-12 phone can also have up to 8 outside Auto Dial numbers for one-touch dialing—see p. 3.

Dial Code	Name	Dial Code	Name	Dial Code	Name
20		40		60	
21		41		61	
22		42		62	
23		43		63	
24		40		64	
25		45		65	
26		46		66	
27		47		67	
28		48		68	
29		49		69	
30		50		70	
31		51		71	
32		52		72	
33		53		73	
34		54		74	
35		55		75	
36		56		76	
37		57		77	
38		58		78	
39		59		79	

System Extension Numbers

Use the boxes below to record the extension number assignments in your system.

To dial: Press [Intercom] followed by the extension number.

Example: to call extension 11, press [Intercom] [1] [1].

Ext	Name	Ext	Name
10		16	
11		17	
12		18	
13		19	
14		20	
15		21	

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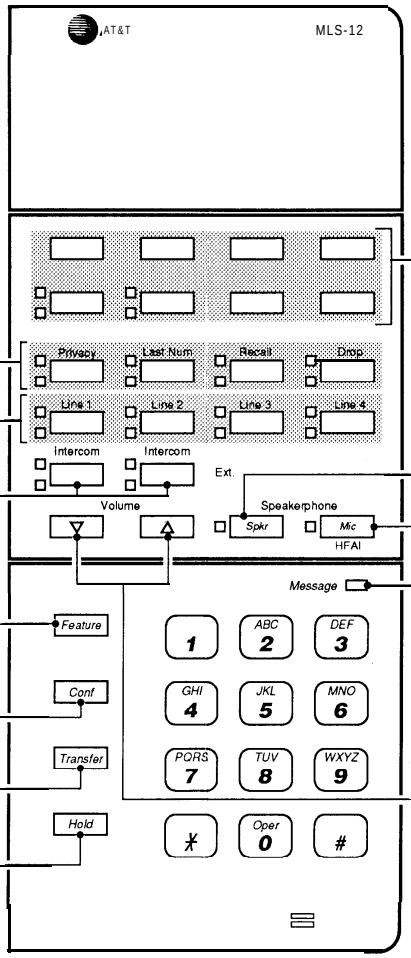
Telephone Buttons and Indicators

Help!

If you have problems with your phone, see "Troubleshooting" in the Installation and Use manual, or call our toll-free Helpline: 1 800 628-2888

MLS-12 Speakerphone Hint:

For convenient speakerphone operation, leave the microphone on all the time (press [Mic] if the light next to the button is off). When you receive a voice-signaled call, you hear a beep and the person calling can speak to you over your phone's speaker. To make and receive calls, press [Spkr]; this turns on the microphone and your phone's speaker.



Calling Feature Buttons

[MLS-12 only]

These four buttons, from left to right, are pressed to use the following features: ***Privacy, Last Number Redial, Recall,*** *and* ***Conference Drop.*** *See p. 5.*

Line Buttons

Press to make or answer outside calls. Green and red lights next to each button show what is happening on the line. See "Lights," p. 4.

Intercom Buttons

Press either button to make or answer an inside (intercom) call to another extension.

Feature Button

Press to dial Speed Dial numbers (p. 1);to store Auto Dial numbers (p. 4); and (on MLS-6 phones only) to access the Last Number Redial, Recall, and Conference Drop features (p. 5).

Conf (Conference) Button

Press to add other parties to your call (p. 6).

Transfer Button

Press to transfer an outside call to another extension (p. 6).

Hold Button

Press to put a call on hold (p. 6).

Auto Dial Buttons

[MLS-12 only]

Stores outside Auto Dial numbers for dialing with one touch. See p. 4.

Spkr (Speaker) Button

MLS-12: Press to dial and speak on your phone without lifting the handset.When you press [Spkr], both the speaker and the microphone come on (indicated by the lights next to the [Spkr] and [Mic] buttons). You can hear the phone ringing over your speaker, and when the party on the other end answers, you can speak without lifting the handset. MLS-6: Press to dial without lifting the handset; when the party answers, lift the handset to speak.

Mic (Microphone) Button

[MLS-12 only]

Press [Mic] to turn your phone's microphone on or off (you can press [Spkr] to turn both speaker and microphone on with a single touch). The light next to the button shows when the person on the other end of a call can hear you.

Message Indicator

Flashes to show settings while system programming.

Volume Control Buttons

Press to decrease (▼) or increase (▲) the volume of the ringer, speaker, and handset.

- *To adjust ringer volume, while phone is idle and handset is on the phone, press ▼ or ▲.*
- *To adjust speaker volume, press ▼ or ▲ while listening through the speaker.*
- *To adjust handset earpiece volume, while listening on a call, lift the handset and press ▼ or ▲.*

Ringing Patterns

You can tell the type of call coming in by the way the phone rings:

Ring...Ring...Ring...Ring...Ring...Ring... Outside Call

Ring-BEEP...Ring-BEEP...Ring-BEEP Inside call

Ring-BEEP-BEEP...Ring-BEEP-BEEP... Transferred call

Lights

Red *(top) light shows what is happenig at ANOTHER extension.*
Green *(bottom) light shows what is happening on the line at YOUR extension.*

Steady on: *Line* is busy

Off *(off continuously): Line is idle, available for use.*

Flash *(long on, long off): Call is ringing on the line.*

Alternating Red/Green Flash: *Appears at both extensions in a conference or joined call.*

Wink *(long on, short off): Call is on hold (anyone with line can pick up).*

Flutter *(short on, short off): Conference call is on hold.*

Programming an Auto Dial Number

MLS-12ONLY

To program an outside number for one-touch dialing:

1. *Press* [Feature] [0] [0] *to enter program mode.*
2. *Press a programmable Auto Dial button (see diagram of telephone).*
3. *Dial the telephone number (maximum 20 digits, which can include special characters, see box below).*
   To program more buttons or change the programming, repeat steps 2 and 3.
4. *Press* [Feature] [0] [0] *to exit program mode.*

To dial: Press the programmed button

Programming Special Characters in a Dial Sequence

To insert a...	*Press...*
Pause (1.5 seconds)	Hold
Stop	Mic
Touch-Tone Enable	Transfer
Recall	Spkr

Answering a Call

[Line] or [Intercom]

1 Press the flashing [Line] or [Intercom] button.

2 Lift the handset.

If you lift the handset without first pressing a line button, you will be connected to the line ringing longest.

Joining a Call

To connect yourself to an outside call being conducted at another extension:

[Line]

1. Press the [Line] button (steady red light).

2. Lift the handset.

You cannot:
- Join an intercom (inside) call
- Join a conference call
- Join a call when the other extension has Privacy on.

Using Special Calling Features

To use these features on an MLS-12 phone, press the calling feature button. To use on an MLS-6 phone, press [Feature] plus 2-digit code.

Feature	How to Use With MLS-6	How to Use With MLS-12	Description
Privacy	Not Available	Press [Privacy] Press again to turn off	Prevents other people with the same line from joining your calls. A steady green light shows Privacy is on.
Last Number Redial	Press [Feature] [0] [5]	Press [Last Num]	Redials the last outside number you dialed. Useful for redialing a busy number.
Recall	Press [Feature] [0] [3]	Press [Recall]	"Recalls" a dial tone, If you are not on a PBX or Centrex, use Recall to end a call without hanging up - you will get a dial tone and can then make another call. Otherwise, use Recall to get the PBX/Centrex dial tone.
Conference Drop	Press [Feature] [0] [6]	Press [Drop]	Drops the last party added to a conference call.

Making a Call

To call an outside party:

Outside:
[Line] +
Telephone Number

1. Press an idle (not lit) outside [Line] button.
2. Lift the handset.
3. Dial the telephone number.

To call an inside party (another extension):

Inside—Ring:
[Intercom]+
Ext. Number

1. Press an idle (not lit) [Intercom] button.
2. Lift the handset.
3. To ring the extension, dial extension number, *or*
   To page (voice signal) another MLS phone, so your voice is heard through the speaker, dial [*] plus the extension.

Inside—Page:
[Intercom] +
[*] + Ext. Number

If you lift the handset without pressing a button, you will be connected to the first idle line or intercom programmed for your extension.

To page all extensions with MLS phones:

[Intercom] +
[*] [7]

1. Press an idle (not lit) [Intercom] button.
2. Dial [*] [7]. When you hear a beep, speak into the handset.
   Your voice is heard on all MLS phone speakers. If a user picks up, the page becomes an intercom call to that user.

Placing a Conference Call

To add parties to a call (max. 2 parties plus you):

Telephone or Ext. Number+
[Conf] +
Telephone or Ext. Number+
[Conf]

1. Call the first party (can use Speed Dial or Auto Dial buttons).
2. After the first party answers, press [Conf].
3. Press an Idle [Line] or [Intercom] button, then call the second party.
4. After the second party answers, press [Conf] again. You are connected with both parties. If no one answers or the call is refused, to reconnect the first party, press the line button next to the winking green light.

To drop the last party added to the call:

To Drop:
[Drop] (MLS-12) *or*
[Feature] [0] [6] (MLS-6)

MLS-12 phone → Press [Drop]

MLS-6 phone → Press [Feature] [0] [6]

NOTE: You cannot transfer or join a conference call.

Putting a Call on Hold

To put an outside or intercom call on hold:

To Hold:
[Hold]

1. Press [Hold].

To pickup a held call:

To Pick Up:
[Line]

1. Press the held line button.
2. Lift the handset.

Transferring a Call

To pass an outside call to another extension:

[Transfer] +
Ext. Number

1. Press [Transfer].
2. Dial the extension to which you want the call transferred.
3. When someone answers, announce the call, then hang up. If no one answers or the call is refused, press the line button next to the winking green light to reconnect the caller.